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News&Views

A NEWSLETTER DEDICATED TO INFORMATION TECHNOLOGY IN THE STATE OF MONTANA
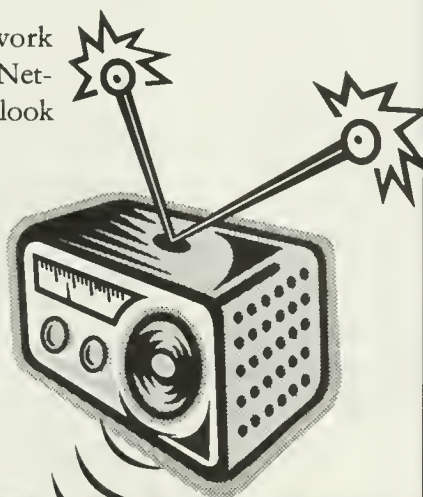
Radio over the Internet

With increased Internet use, computer users have discovered that they can do all sorts of interesting things. One of these is listening to the radio from sites such as Netradio via the Internet. While this may be a valid recreational application at home, it creates problems when an employee runs it from the State's computer network. These problems include network slowdowns, security issues, and possible virus infections.

When the radio is played over the Internet, it sends a continuous stream of data to the receiving computer. This is different than accessing a regular web site. When a regular web site is accessed, the data is sent to the computer and then stops when all data is received. Since the radio is playing continuously, data is constantly being transmitted across the network. This constant stream of data can create a slowdown.

Playing the radio over the Internet can also create security vulnerabilities. The computer is continually receiving information, which leaves a constant data stream open. This could allow an external entity access to the receiving computer if proper security measures are not in place. Viruses could also be sent along with the information coming from a radio site. Virus scanning programs have a hard time detecting viruses associated with this type of data since they have to be evaluating the information continuously.

Because of all of these problems, it is advised that employees not use applications such as Netradio on the State's network. Employees need to be aware that what they do affects other users and could slow down the use of the State's network.

For more information regarding Network Security Issues, contact Lynne Pizzini, Network Security Officer at 444-4510, Outlook or e-mail at lpizzini@state.mt.us.

Minimum Recommended Purchase Level for PCs

New PCs

New computer purchases need to meet the level listed below, in order to have a four-year life cycle. These levels are set and maintained by ISD in accordance with the PC Replacement Cycle Policy (ENT-PCS-010) that establishes a four-year asset life for PCs.

Currently the recommended minimum specifications for ordering a new PC are:

Windows 98
- Pentium III 500MHz
- 128MB RAM
- 12GB Hard Drive
- 17" Monitor

The cost of a PC configured with these specifications will be approximately $2,000. For a PC to have a four-year life, it will most likely need to be upgraded in its lifetime. Ordering a high-end PC will minimize these upgrades. For agencies that have a limited budget, a lower-end PC may need to be purchased, however, these PCs will likely require a substantial upgrade during their life, and will result in lower productivity of the employee.

Existing PCs

The recommended minimum level PC will vary depending on the number and type of applications being run, and the performance expectations of the user.

> The recommended minimum level PC is set at a level that will perform adequately when running three or four of the following state standard applications simultaneously: e-mail, web browser, word processor, spreadsheet, desktop database, Oracle, and/or PeopleSoft.

Any computer below this level will not perform adequately unless use is limited to fewer, or smaller, applications.

Windows 95, 98, or NT
- Pentium 166MHz
- 64MB RAM
- 1GB Hard Drive
- 15" Monitor (17" preferred)

These minimum levels of PCs will be updated on a quarterly basis by ISD and will be maintained on ISD's web page at **http://www.state.mt.us/isd/techinfo/replace.htm.**

Also included on ISD's web page are minimum levels of PCs for the next biennium. These are only estimates for the future minimum level of a PC. Of course, within the next two years, there will be software upgrades that also need to be considered – Office 2000, new releases of PeopleSoft, new versions of Oracle, just to name a few.

For more information about the minimum level of PCs, please check out ISD's web page, or contact Irvin Vavruska of End User Systems Support at 444-6870, Outlook or e-mail at ivavruska@state.mt.us.

Summer Network Update

With the millennium lurking on the horizon, there are several major events taking place in the telecommunications network world to prepare for it.

Previous *ISD News & Views* issues, (November 98, December 98, June 99) addressed the Capitol Fiber Backbone upgrade project. ISD has completed the testing phase of this project and is beginning the migration to production status. The scheduled project completion date is July 31, 1999. The current fiber backbone has a capacity of 16 million bits per second. The new backbone will operate at 400 million bits per second. Individual Local Area Networks (LANs) in the capitol complex will have a 200 million bits per second uplink to connect to the backbone. All of the high use servers (MT PRRIME, e-mail, mainframe, Oracle) will be directly connected to the backbone. The additional bandwidth should eliminate the bottlenecks we are currently experiencing.

The other big Y2K network project, is the conversion to Novell NetWare 5. NetWare is the state standard LAN Operating System. This conversion will impact virtually every LAN-connected user in state government (8000-9000). The project conversion team, composed of ISD and agency personnel, has been working on the conversion. The target completion date for NetWare 5 project is October 1999.

If you have any questions about this project, contact Steve Noland of the Network Design Section at 444-3344, Outlook or e-mail at snoland@state.mt.us.

NetWare 5 Conversion Project

The project team has met with Novell Consulting for assistance on server configuration and deployment issues. The meetings went well and ended early because of the excellent documentation of the State's Enterprise network.

The testing team has been busy working with agencies to identify hardware, software and agency applications for testing. All testing is scheduled to be completed by July 7 so that deployment plans can be developed.

The testing and development teams have made available server specifications for those servers to be used in the NetWare 5 environment. The specifications are available for servers being upgraded, as well as for those being purchased. The specs will be updated approximately quarterly.

All team documentation is available on the Value Added Server in the NW 5 Upgrade folder.

Questions about the project may be directed to Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or e-mail at wwheeler@state.mt.us.

Calendar of Events

July

7 Information Technology Managers Council (ITMC), 8:30-10:30 am Rm 111, Metcalf Bldg.

15 SummitNet Executive Council (SEC), 1:30-3:30 pm, DPHHS/METNET VIDEO

28 Information Technology Advisory Council (ITAC), 8:30-noon Rm 111, Metcalf Bldg.

August

4 Information Technology Managers Council (ITMC), 8:30-10:30 am Rm 111, Metcalf Bldg.

Conversion to Exchange/Outlook Complete!

By the time you read this, the State's conversion to a new e-mail system will be complete (with the exception of 16 individuals receiving new PCs with FY00 money).

ISD would like to thank the staff throughout the agencies that have made this project a success, particularly, Gale Kramlick, Office of Public Instruction and Tom O'Sullivan, Montana Department of Transportation for their participation on the E-Mail Project Team. Their ideas and expertise were invaluable.

Every agency LAN Administrator deserves a pat on the back for the hard work that was necessary to prepare for and install the new desktop software. They each devoted weeks to making sure that their agency's conversion was a smooth one. Great job!

The Helena College of Technology provided training to over 8,500 Outlook users since August of 1998. This includes making arrangements with other University units for training to take place across the state in Kalispell, Missoula, Butte, Great Falls, Havre, Bozeman, Billings and Glendive. At times in Helena, six classes were running concurrently so users would receive their training "just in time" for the conversion. Their team did an outstanding job for us. The E-Mail team would like to extend special kudos to Lee Suttorp and Ted Plaggemeyer of HCT for patience and coordination efforts above and beyond normal expectations.

In other project news, Trend Micro's InterScan VirusWall has been purchased. All Internet e-mail is being scanned for viruses. The Melissa virus is still hitting us, despite the protection we've put in place and there are new viruses born every month. It is crucial to keep desktops updated with the latest release of McAfee.

For more information on the project, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or e-mail at wwheeler@state.mt.us.

Conversion Complete!

Wireless Enhanced 9-1-1 Trial Project

The first phase of a Montana trial for wireless enhanced 9-1-1 (E9-1-1) service is complete. This trial was designed to test a wireless E9-1-1 system based on a technology provided by U.S. Wireless Corporation called RadioCamera and Location Fingerprinting technology. The trial prepared for the Phase II requirements of the Federal Communications Commission's (FCC) order 94-102. Wireless carriers must provide public safety agencies with the location of a 9-1-1 caller, with an accuracy of 125 meters, 67% of the time, by October 1, 2001.

The first phase of the testing demonstrated the system's ability to continuously locate multiple wireless 9-1-1 calls originating within the greater Billings area. During this phase, the system identified a caller's phone number, location coordinates, and nearest street address. The information was then sent to the appropriate Public Safety Answering Point (PSAP) where it was displayed on an electronic map on an operator's workstation. The RadioCamera continuously updated the location information, allowing the call-taker to monitor the caller's location throughout the call.

This demonstration capped a 5-month, cooperative development effort, involving the Department of Administration's 9-1-1 Program, the local Billings 9-1-1 Center, and six leading telecommunications organizations. Participants in the field trial include U.S. Wireless Corporation, Western Wireless (Cellular One), US West Communications, XYPoint Corporation, Nortel Networks, and Williams Communications Solutions.

The RadioCamera system pinpoints the location of a mobile telephone subscriber within a wireless network using "Location Fingerprinting," a proprietary technology developed by U.S. Wireless. This technology does not require a direct line of sight to multiple base stations to identify locations. So it should be effective in both dense urban environments, and in rural areas where one cellular tower serves a very large geographical area.

With the successful completion of the first phase of testing, the Montana trial will begin a 3-month evaluation period to assess and refine overall system performance. This technology is also being tested in Baltimore, Maryland, and Oakland, California. Tests involving alternate technologies for providing the location of a wireless 9-1-1 caller are complete, or currently in progress in other areas of the United States. Except for systems using Global Positioning Systems (GPS), and the RadioCamera system, other technologies require signals from at least three base stations to provide accurate location information.

The current predictions indicate that this technology will be through the testing phase and available to Montana 9-1-1 centers by July 1, 2000.

For more information, please contact Surry Latham, 9-1-1 Program Coordinator at 444-2420, Outlook or e-mail at slatham@state.mt.us.

MT PRRIME Training -
Transition to Helena College of Technology

MT PRRIME training is winding down. The core Human Resource module training is complete, and by the time this issue of *ISD News & Views* hits the streets, all scheduled Financial training will be delivered.

New questions are raised. What happens now? Will there be any more training available to users? What about managers – will management overviews be provided? MT PRRIME is working with the Helena College of Technology (HCT) to transition the training responsibility to them. Training on several non-core Human Resource classes has yet to be conducted and will be HCT's initial focus. At the request of many agencies, the Training Administration module will be delivered as soon as possible, followed by Labor Relations/FMLA, Recruitment, Competency Management, Health and Safety, and ADA/Affirmative Action.

What happens now

Not everyone who needed financial module training received it. HCT will work with MT PRRIME to determine additional training needs. They will also provide continuing education on the PeopleSoft upgrades, as well as training to individuals new to the software. They currently offer a Crystal Reports class, which is useful in developing reports on the PeopleSoft software.

Many managers were unable to attend training. It is expected that HCT will provide overview training of the Human Resources and Financial capabilities. This will enable the managers to better accomplish their work needs as well as aid them in deciding whether any business process reengineering needs to occur within their organization.

Once the transition is complete, HCT will determine the training schedule and publish it in *ISD News & Views*. Human Resource training will be provided this fall. Dates and costs will be published as they become available. Use the application form at the back of any issue for enrollment.

Finance Training Status

The MT PRRIME Finance Training is in week nine of an eleven-week schedule. Training has been concurrent with General Ledger, Payables, Purchasing, and Accounts Receivable. In addition, four sections of an Asset Management refresher course were offered and various short courses, for DofA staff, addressed configuration issues, banking, and offsets.

Our trainers are volunteers from various state agencies. The trainee evaluations confirm that they have done an admirable job of developing the training manuals, the online help functions, and teaching the classes.

Kudos to Sheri Vukasin, of DPHHS, for teaching numerous General Ledger classes, one of the most complex of our financial modules. To Lynn Donnelly, of State Fund, for managing most of our one day General Ledger classes. To Teri Juneau, of Commerce, who has taught all Accounts Payables courses. We want to thank Libbi Lovshin, Department of Labor and Industry, and Karen Berger, Legislative Services, who taught all the two-day Accounts Receivable classes in addition to four half-day sessions. Jeff Williams, of the Department of Natural Resources and Conservation, together with Sylvia Weisenburger, of MT PRRIME, conducted the Purchasing training. Sylvia also conducted Asset Management refresher classes. Our hats off to all of you – a job well done.

We want to say a special thanks to MDT, OPI, DPHHS, and Labor and Industry for generously giving up their training rooms for MT PRRIME training. This allowed us the flexibility to train state employees in the various PeopleSoft modules.

As of June 1, 736 state employees had completed finance training and 239 completed the courses before the training sessions concluded on June 25. This is approximately 33% more training slots than originally planned, due to the flexibility we had with our trainers and training rooms.

For more information, contact Anita Varone of MT PRRIME at 444-2013, Outlook or e-mail at avarone@state.mt.us.

DocumentDirect and ViewDirect Training for MT PRRIME Users

As part of the implementation of MT PRRIME, it was decided to make the reports available to users by means of the automated report distribution system. This implementation affects a large number of State employees. MT PRRIME users may be faced with not only learning how to use PeopleSoft software, but also learning how to access their reports via the report distribution system. In recognition of this, the report distribution system administrators at ISD will be presenting a series of classes to assist users in accessing their MT PRRIME reports.

The report distribution system provides users with two interfaces to access their reports. ViewDirect (formerly known as INFOPAC-RDS) provides viewing access by means of 3270 terminal emulation and enables a user to print to high speed, mainframe printers. DocumentDirect is a client-server application which runs in the Windows environment and prints to a locally attached or LAN printer. MT PRRIME users are primarily employing DocumentDirect. However, both interfaces have their advantages and classes are scheduled for each. While these classes are being presented principally to accommodate the implementation of MT PRRIME, users who have a need for ViewDirect or DocumentDirect in other applications are invited to attend.

Classes are scheduled for each Wednesday morning from July 7 through August 18 and will be held in Room 205B of the Helena College of Technology, 1115 N. Roberts. There will be two 90-minute DocumentDirect classes beginning at 8:00 and 10:30. There will be one 60-minute ViewDirect class beginning at 9:30. Students may be required to share a workstation for the ViewDirect class. To sign up for one or both of these classes, complete and send in the State Training Enrollment Application form (or copy) found at the back of every issue of *ISD News & Views*. These classes are free. Classes may be canceled if there is not sufficient enrollment.

In addition to these classes, there are reference materials available for using ViewDirect and Document Direct. For both interfaces, there are one-page "quick reference" guides that provide brief information of the commands. Also, we have available a more extensive "training document" for both interfaces which provides more detailed information. Another resource for assistance in using Document Direct is its online help facility.

For more information about these classes, and the report distribution system, or to receive a copy of the reference materials, please contact one of ISD's report distribution administrators, Jan Lewis at 444-2901, Outlook or e-mail at jalewis@state.mt.us or Dave Smith at 444-2857, Outlook or e-mail at dasmith@state.mt.us.

See News & Views on the Internet

http://www.state.mt.us/isd/current/news

Year 2000 Status Report

The State is ahead of schedule in meeting its Y2K compliance goal. As of June 1, 1999, more than 73% of all systems are Year 2000 compliant. We expect that number to rise to over 95% by August. Of the 227 High Priority systems, 155 (or 68%) are currently compliant. State agencies predict that they will have 90% of the critical systems compliant by August, and 100% compliant by October. (See figure below)

Governor Racicot and Lieutenant Governor Martz recently met with representatives of the State's Y2K project to discuss what course of action is best for Montana over the next six to nine months. The Governor is considering forming a broadband Y2K Council to collect information from the public and private sectors and report on Y2K compliance status.

Y2K and You

What should we, as individuals, do about Y2K? Based on current information, we do not foresee significant problems for Montanans. However, in the interest of citizen preparedness, we have developed the following Frequently Asked Questions in an attempt to address your Y2K concerns.

Q. Why is the year 2000 a problem?

A. The problem arises because many computer chips and programs were designed to use only the last two digits in a year, such as 99 for 1999. That shortcut confuses many computer systems, causing incorrect results or even entire system failures. Among the services which could suffer **potential** disruptions are utilities (water, sewer, gas, electric and telephones), banking, transportation, healthcare and record keeping.

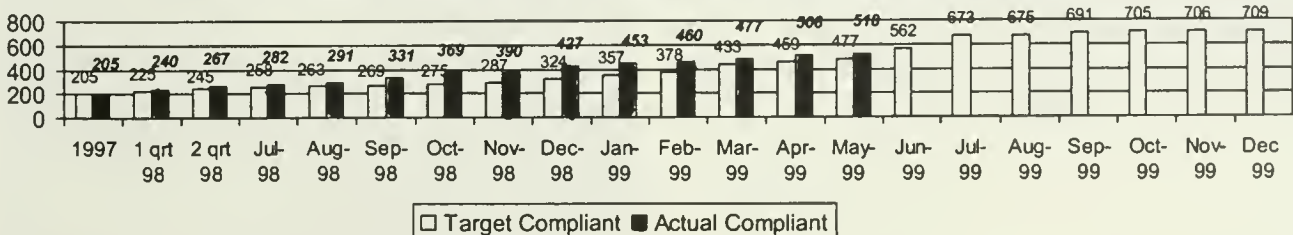**Q.** It's cold in Montana in January, what about heat and lights?

A. Montana Power, Montana-Dakota Utilities, and local co-op power providers have been working diligently on the issue for some time. They are also developing contingency plans just in case a system has a problem. Montana has excess power generating capacity and should not be affected by potential problems outside the state. If you decide to install a backup generator, it is highly recommended that you have it installed by a licensed electrician.

Q. My neighbor said he was going to take all his money out of the bank, just to be safe. Is this a good idea?

A. No. As always, the safest place for your cash is in a bank, credit union or other federally insured account. Having a great deal of cash invites thieves. The financial services industry is highly regulated and was among the first to have their systems Year 2000 compliant. Furthermore, everyone emptying their bank account would create shortages of currency. It's a good idea to keep your financial records up-to-date. If you are concerned, talk to your bank or credit union about what steps they are taking to safeguard your funds. You might want to ask for a printout of your accounts as of December 31 to compare with a similar printout after January 1.

Q. What about communications? Will I be able to call people after midnight on December 31, 1999?

Year 2000 Compliance - Target vs Actual on All Systems

	1997	1 qrt 98	2 qrt 98	Jul- 98	Aug- 98	Sep- 98	Oct- 98	Nov- 98	Dec- 98	Jan- 99	Feb- 99	Mar- 99	Apr- 99	May- 99	Jun- 99	Jul- 99	Aug- 99	Sep- 99	Oct- 99	Nov- 99	Dec- 99
Target Compliant	205	240	267	282	291	331	369	390	427	453	460	477	500	518	562	673	675	691	705	706	709
Actual Compliant	205	225	245	268	263	269	275	287	324	357	378	433	459	477							

☐ Target Compliant ■ Actual Compliant

A. The telecommunications industry (US West, ATT, MCI, local co-ops etc.) is heavily computerized. They have been aware of the issue for a long time and are in a good position to weather the millennium storm without service disruption. However, heavy holiday phone traffic can cause sporadic delays.

Q. Is my PC "Y2K OK"? How can I find out?

A. Personal computers in the modern era (since IBM introduced the AT back in the 1980s) have a battery-operated clock built in. In many computers, including some Pentiums, the BIOS will report an incorrect date after the rollover to 2000. There are many free programs available to help you check to see if your computer will have a problem. You can find these by checking the Montana Y2K website at **http://www.state. mt.us/isd/year2000** or check the file on the Value Added Server at guest\Year2000\2000.txt and follow the instructions. If your PC has a date related problem, you can contact the manufacturer to get an updated BIOS or use one of the many software work-arounds to avoid the problem. These programs are free and can be found in the links at our web site.

Q. **Despite the fact that you have convinced me that it is highly unlikely that there will be serious Y2K related problems, what precautions should I take to protect my family and property?**

A. Remember this is Montana. We have a tradition of self-reliance. All citizens should be ready to take care of themselves and their family for three days without outside assistance. Approach preparation for Y2K as you would a severe winter storm or other natural disasters that might interrupt the normal delivery of goods and services.

For more information on this and other Y2K topics, check out our web site at **http://www.state.mt.us/ isd/year2000** or contact G Scott Lockwood, Year 2000 Compliance Officer, at 444-2655, Outlook or e-mail at slockwood@state.mt.us.

Y2K Personal Preparedness Checklist

Records. Have your finances and other records up-to-date. This would include having your bank accounts balanced, and a printout of your accounts (including retirement accounts, credit cards, and life insurance policies).

Water. Have one gallon of drinking water per person, per day set aside in a suitable container. Two liter soft drink bottles work very well. Place a few in a deep freeze as room allows. This will help keep frozen foods cold and it is a handy place to store water.

Food. Non-perishable foods like canned beans, crackers, canned meats as well as dried products like rice and beans have a long shelf life and can be prepared easily. Don't forget your pet's needs.

Warmth. The train wreck near Helena over a decade ago is testimony to the fact that we can have extended power outages when it is bitterly cold. If you have a wood stove or fireplace, see that it is in good working order and that you have a good supply of fuel on hand. If you use other sources like kerosene/propane heaters, be sure they are properly vented. Have blankets or sleeping bags available for each family member.

Radio & Flashlights. A good supply of batteries will help avoid the use of candles and oil lamps, which can be a fire danger.

Medicines. A fully equipped first aid kit in your home will allow you to deal with the usual accidents and illnesses. If you rely on medicines, be sure you have an adequate supply on hand before the end of December.

Cash. Keep only a modest amount of cash on hand. It is safer in the bank and if thieves believe you have large amounts of cash in the house, you could be increasing your risk.

FY00 Rate Schedule for ISD

The new FY00 rate schedule for Information Services Division is below. The rates can also be found on the ISD web site at **http://www.state.mt.us/isd/service.**

Voice Communications

Service Description		Unit of measure	Rate
Long Distance Network	Day	Per minute	14.50¢
	Evening	Per minute	.10¢
	Night	Per minute	.10¢
800 In Watts Service	(Megacom)	Per minute	.11¢
Station Equipment	Station Port	Per month	$ 8.50
	Single Line Set	Per month	$10.00
	SL-1 set	Per month	$15.00
	M2008 Basic	Per month	$15.00
	M2008 Display	Per month	$17.50
	M2112	Per month	$18.50
	M2616	Per month	$18.50
Meridian Mail	Voice Mail Box	1 mailbox (3 min. storage)	$5.00
	Announcement	1 mailbox (6 min. storage)	$8.00
		1 mailbox (8 min. storage)	$10.00
		Meridian Mail	$5.00
	Voice Menu	Per month (0-50 calls)	$25.00
		Per month (51-100 calls)	$50.00
		Per month (101-200 calls)	$100.00
	Access mnx. Port charge	Menu/Announcements	$10.00
Automatic Call Distribution	Recorded announcement		$37.00
	ACD Agent		$5.00
	RAN port		$11.00
	Access Maintenance (port charges for ACD)		$10.00
	MAX Reports		$200.00
Interactive Voice Response (IVR)	Port charge	Monthly	$120.00

Data Communications

Service Description		Unit of measure	Rate
Devices	Intelligent	1 device per month	$64.50
	Dumb	1 device per month	$30.00
Remote Dial up Access	Access Charge	Per month/user	$10.00
	Application Charge	Per month/user	$5.00
Non-State SNA Multi Drop Service	Physical	Drop/month	$100.00
	Logical	Drop/month	$20.00

Summitnet

(Non State Entities)	56KB	Per month	$250.00
	T-1	Per month	$650.00
	CPE 56KB	Per month	$110.00
	CPE T-1	Per month	$490.00

Video Conferencing (Rates presented are based on a 6 channel 336KBPS Transmission rate)

	Hourly Video Network Fee	2 sites	$30.00
		3 sites	$45.00
		4 sites	$60.00
		5 sites	$75.00
		6 sites	$90.00

* There is an additional $15 per hour per site charge in addition to the network fee. This pays for the staff necessary to manage the system at each site. Contact video conferencing coordinator at 444-6788 for additional rates and scheduling information.

Voice/Data Installation

Voice Mail/ Menu / IVR	Voice mail set up charge		$5.00
	Voice menu set up charge		$100.00
	Interactive Voice Response		$250.00
Wiltel Installations	Activate	Existing jack	$26.00
	Install	Duplex jack activate (2-3 pair Level 3)	$88.00
	Install	Simplex jack-activate (3-3 pair Level 3)	$71.00
	Place set on hot jack	Hourly	$15.00
	Disconnect jack		$5.00
	Feature changes		$5.00
	Level 5 wiring 2-4 pair duplex CERTIFIED		$125.00
	Type I data wiring		$105.00
	Labor		$55.00

Computer Processing

Service Description		Unit of measure	Rate
Batch	Batch *	CPU Second	$1.4116
	EXCP *	1000 Excps	0.1327
	Tape Mounts	1 Mount	1.0000
CICS	CPU *	1 CPU Second	0.9595
	4.1 *	1 CPU Second	0.2848
IDMS	Batch *	1 CPU Second	1.0100
	OEE *	1 CPU Second	2.1398
	CICS Cobol *	1 CPU Second	0.3475
	ADS *	1 CPU Second	0.7682
TSO	CPU Second *	1 CPU Second	1.7291
	EXCP *	1000 Excps	0.1548

Processing Adjustments

Discount: 33-35% non-prime time processing – Batch and IDMS, depending upon class.
  50% non-prime time Processing – TSO.

Surcharge: 10% scheduled production. 10-150% depending upon priority requested.

Storage	Tape Storage	1 Reel Day	0.0060
	Tape Storage Archive	1 Reel Day	0.0030
	Disk Storage	1MB/Day	0.0144
Printing			
Local	One part	1000 Lines	0.6709
	Two Part	1000 Lines	0.9723
	Three Part	1000 Lines	1.2441
Remote		1000 Lines	0.0486
Laser	Simplex	1 page, 1 side	0.0237
Laser	Duplex	1 page, 2 sides	0.0485
Computer output microfilm	Com Masters	One Fiche	1.95
	Com Duplicates	One Fiche	.20
Other production support	I/O control	One hour	53.00
	Systems Development	One hour	53.00
	LAN Administrator	One hour	53.00

*Computer processing Services CPU rates did not change from FY99 rates. The differences you see in rates in these areas are due to ISD purchasing a new mainframe processor, which is from 1.65 to 2.1 times faster in the appropriate service categories. This causes utilization to decrease by those factors so there is no net affect in rates. If you have any questions, please contact Doug Volesky at ISD 444-0193.

ITMC - Two Years Old

Two years ago, the Information Technology Managers Group formally became an advisory council. Since July 1997, the Council can be proud of its many accomplishments. They include:

- ITMC was represented on the MT PRRIME Steering Committee.

- Member participation in enterprise-wide technology RFPs:

  - Enterprise E-mail
  - MIS Services
  - EDMIS (Electronic Document Management & Imaging Services)
  - Desktop software
  - Personal Computers
  - Laser printers

- Endorsed the "Desktop Software Strategic Planning Recommendations" for establishing a software suite, including e-mail, as the state standard.

- Established a Recruitment and Retention Subcommittee resulting in the adoption of a new pay plan for state IT staff.

- Established a Desktop Database Standards Committee and accepted its recommendations for new state standards.

- Member participation in development of enterprise IT policies:

  - Internet Services
  - LAN Backup and Archiving Plan
  - Electronic Mail
  - PC Replacement Cycle

- Provided representation on the IT Focus Group.

- Established the Access/Visual Basic Developers Group.

- Provided agency IT plans for the 2000-2001 Technology Plan.

- Participated on Electronic Commerce Subcommittee that ultimately led to the passage of electronic commerce legislation in 1999.

- Established a Training Subcommittee to work on the "Training and Support Services" issues identified by ITAC; 5-days of professional training recommended.

- The Distributed IT Resources Subcommittee developed a proposal for sharing IT resources among agencies and it will begin as a pilot in June 1999.

- Adopted new Desktop Operating System Standards for the enterprise.

- Established a committee to research the web server issues facing the state and formulate recommendations.

At the June meeting, new officers for the group were elected. Congratulations to Dave Nagel, Department of Labor and Industry, chair; Dan Forbes, Department of Public Health and Human Services, vice chair; and Mike Boyer, Department of Revenue and Joel Oelfke, Public Service Commission, new executive board members.

Many thanks to outgoing chair Hank Trenk of Legislative Services for his fine leadership the past year.

In other business, ITMC heard updates on MT PRRIME, E-mail, the NetWare 5 conversion project, Year 2000, plus formed a new subcommittee to research DHCP (Dynamic Host Configuration Protocol) issues for the enterprise.

Complete minutes of the meeting are available on the ISD web site at **http://www.state.mt.us/isd/groups/ITMC**.

For more information on the activities of ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or e-mail at wwheeler@state.mt.us.

Happy Birthday ITMC

New Oracle Database Server

ISD is purchasing an IBM RS/6000 S7A AIX computer for use as the shared agency Oracle Database Server. It will replace the DEC 4100 that is currently in use. All Oracle databases now on the 4100 will be transferred to the S7A, and all new Oracle databases that can coexist will be placed on the S7A. The 4100 will then be used as the State's Oracle web server.

For more information on this article, contact Tom Buchholz of the Computing Operations Bureau at 444-2904, Outlook or e-mail at tbuchholz@state.mt.us.

Feedback Needed

Oracle Reports is a vital tool that many State agencies use. Most agencies are still using version 2.5. Switching to the newer 3.0 version makes writing reports easier and quicker. If anyone is interested in attending a seminar on Oracle Reports (version 3.0), please contact Steven St. John at 444-2910, Outlook or e-mail at sstjohn@state.mt.us.

For more information on Oracle Reports, Forms, or any of the Oracle tools, contact Steven St. John at 444-2910, Outlook or e-mail at sstjohn@state.mt.us or Barry Fox at 444-5895, Outlook or e-mail at bfox@state.mt.us.

Oracle database information can be obtained by contacting Tony Noble at 444-2922, Outlook or e-mail at tnoble@state.mt.us or Tom Rediske at 444-1593, Outlook or e-mail at trediske@ state.mt.us.

Outlook 98 - Auto-archiving

Some users have received a warning message from the System Administrator explaining they've reached their allotted space on the Exchange Server. Each user is limited to 50 MB and a warning is issued when you've reached 45 MB. Most of these users are reaching their limit because the Auto-Archiving feature is not set correctly or not activated.

To check your Auto-Archive settings, right-click on a Folder (i.e., Deleted items, Sent items) and go to the **Properties** of the folder. Click the **Auto-Archive** tab. Make sure there is an "x" next to **the Clean out items older than** box. Next, select how long you want to keep items (two weeks to two months is the time frame generally recommended). Set this on each Folder that needs to use the Auto-Archiving feature.

Important: To activate AutoArchive, you then MUST turn it on under Tools, Options, Other tab and then click AutoArchive.
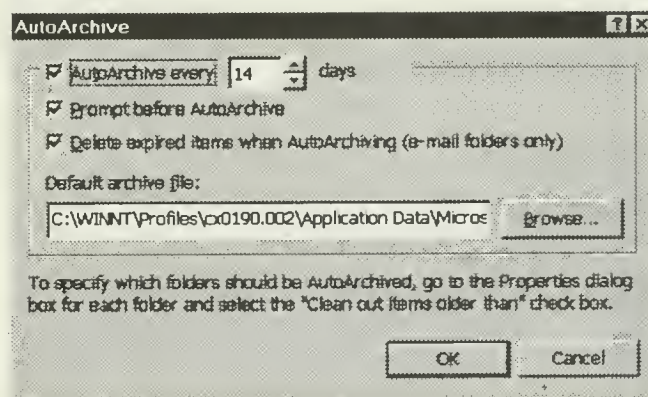
The above screen setting shows how often Outlook will check your folder settings. For example, if it is set to 14 days, and your Deleted Items folder set to 30 days, Outlook will check the Deleted Items folder at 14-day intervals and remove any mail item that has not been modified in 30 days.

If you have any questions or concerns regarding the migration to Outlook 98, please contact Sue Skuletich of the End User Support Section at 444-1392, Outlook or e-mail at sskuletich@state.mt.us. If you need help with this application, please contact the ISD Customer Support Center at 444-2000.

Office 2000

No doubt you have already heard about Microsoft Office 2000. By the time you read this article, Office 2000 should be available. Is the State planning on migrating to Office 2000? The answer will depend on the results of an evaluation of the product, licensing issues, cost, and other related issues.

ISD, with help from the Information Technology Managers Council (ITMC), and the Network Managers Group (NMG), will evaluate Office 2000. The team will look at the many new features of Office 2000, and determine whether or not they meet the State's needs. Compatibility issues with older releases of Office, as well as with WordPerfect and Lotus 1-2-3, will be considered. Other issues, including licensing of the product and the cost to upgrade to the new software, will be evaluated. There will be updates on Office 2000 in future articles of *ISD News & Views* as more information becomes available.

For more information, contact Irvin Vavruska of End User Systems Support at 444-6870, Outlook or e-mail at ivavruska@state.mt.us.

Excel 97 -
Shrinking the Contents of A Cell

Some Excel users fiddle with their worksheet's column widths. Unfortunately, this can sometimes cause readability problems. If you want to slightly decrease a column width you may find the last few letters of the column label are no longer visible. Using the **Wrap Text** feature may break the label in odd places. A solution might be to change the affected cell's font size, but that gets tedious if you frequently resize the columns.

A more effective method of resizing cell contents is to use the **Shrink To Fit** feature to change the cell contents to whatever size is necessary to display everything in that cell. As you shrink or widen the column, the cell's contents size adjusts accordingly. If column width is changed, the cell content returns to the appropriate font size. To apply this **Text Control**, select the appropriate range and choose **Format|Cells** from the menu bar. Then, click on the **Alignment** tab, select **Shrink To Fit**, and click **OK**. Note that this feature is unavailable if you have the **Wrap Text** option activated or if you're using the **Justify** or **Fill** alignment option.

This article was taken from Software School, Inc. If you have any questions on this article please contact Carl Haller of End User Systems Support at 444-2072, Outlook or e-mail at challer@state.mt.us. If you need help with this application, please contact the ISD Customer Support Center at 444-2000.

Word 97 - Switcharoo

Do you find yourself working with multiple documents loaded into Word at the same time? Do you find it annoying to always choose **Window** and then select a document, to switch between documents? This tip will streamline this task by adding a switch button on your Toolbar.

1. Run Word and click **View|Toolbars|Customize |Commands.**

2. Now scroll through the Categories (left box) list and click **All Commands**.

3. Scroll through the Commands list to locate the **NextWindow** (right box) command.

4. Use the mouse to drag the **NextWindow** command to the Word toolbar.

5. When you find a good spot for your new button, release the mouse button. (After this step you can customize the name of your button. Once the button is in place, right click the button. In the **Name** field, type whatever name you choose to call your button. Press Enter).

6. Close the dialog box.

Each time you click the **Next Window** button, Word switches to another loaded document.

This Microsoft Office Tip is made possible by Tip World at **www.tipworld.com** – The Internet's #1 Source for Computer Tips, News, and Gossip.

For more information concerning this article, contact Heidi Mann of End User Systems Support at 444-2791 Outlook or e-mail at hmann@state.state.mt.us. If you need help with this application, please contact the ISD Customer Support Center at 444-2000.

Use a WordPerfect Label Document to Create Labels in Microsoft Word

This is Part 1 of a two part series on converting WordPerfect labels to Microsoft Word. Try both methods and use the one that best fits your needs.
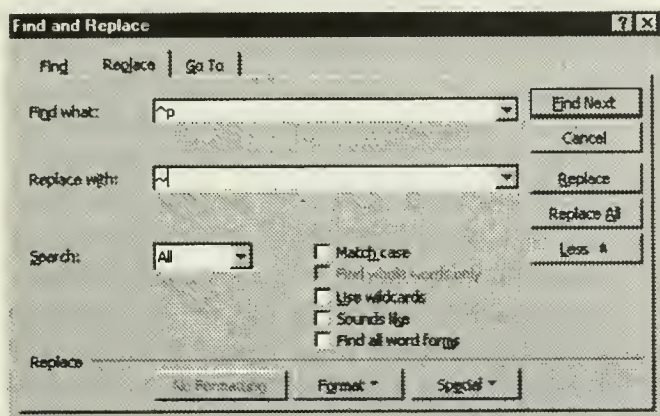
1. Open Microsoft Word and the WordPerfect label document.

2. In Word select **Tools | Options | View**

3. Near the midpoint of the page you will see **Nonprinting characters** put a check in the box next to **All**.

4. Select **Edit | Replace**

5. In the **Find what:** box type in ^b^p, or just ^b if the section breaks are not followed by a paragraph mark (you can also get this by clicking on the **More** button then the **Special** button and select **Section Break** for the first and **Paragraph Mark** for the second).

6. In the **Replace with:** box type in | character (that character is found as the shift \ key, you don't have to use this character, you can use any character that won't be found again in the document).

7. Click **Replace All**.

8. Click **Edit | Replace**.

9. In the **Find what:** box type in ^p (or click on **More | Special | Paragraph Mark**).

10. In the **Replace with:** box type in ~ (that character is found as the shift 'key, you don't have to use this character, you can use any character that won't be found again in the document).

11. Click **Replace All**.

12. Click **Edit | Replace**.

13. In the **Find what:** box type in | .

14. In the **Find what:** box type in ^p (you can also get this by clicking on **More | Special | Paragraph Mark**).

15. Click on the File drop down list and then click on Save As.

16. Click on **Save as type | Text only** and then enter a file name.

17. **Save.** A prompt tells you the document may lose formatting, click on **Yes** to continue.

18. Close the document.

19. Open Microsoft Excel.

20. Click **File | Open,** and open the file you just saved.

21. A wizard will appear, click **Delimited | Next.**

22. Uncheck the **Tab** box check the **Other** box. Enter in the ~, or the character you used to replace the ^p. Then click on the **Next** button.

23. Click **Finish.**

24. You can now manipulate your data. Click **File | Save** and save as an Excel workbook.

25. Go to Word. Click **Tools | Mail Merge.**

26. Click **Create | Mailing Label.** Select **New Main Document.**

27. Click **Get Data | Open Data Source.** Chose your Excel document and select **Entire Spreadsheet.**

28. Click **Setup Main Document.** Select the label you want then click on **OK.**

29. Click **Insert Merge Field.** Select the fields you want and also how you want them to appear.

30. Click **OK** and then **Close.** You now have your label document.

Next month we'll explore a second method.

If you have any questions about this article, please contact Brian Clark of End User System Support at 444-0751, Outlook or e-mail at brianc@state.mt.us. If you need help with this application, please contact the ISD Customer Support Center at 444-2000.

Word 97 - Converting WordPerfect Macros to Microsoft Word, Visual Basic for Applications

Part 1 - This article describes the methodology, approach, and requirements for converting macros developed for various versions of WordPerfect to Visual Basic for Applications in Microsoft Word. Because of the complexity of macros, there's no automatic conversion utility available for converting macros from WordPerfect to Visual Basic for Applications. This article will help you understand the differences between the programming languages used by WordPerfect and Word, and how to successfully re-record or rewrite your WordPerfect macros for use with Word.

Some basic familiarity with both WordPerfect and Word is assumed. This article doesn't describe the principles of programming for either WordPerfect or Word. If you aren't familiar with the Word or WordPerfect programming languages, you should first learn basic concepts of each language before attempting to convert your WordPerfect macros.

Rudimentary programming using Visual Basic will be discussed, so you may want to augment your study of Visual Basic using Microsoft Office 97 Help.

Supported Versions

WordPerfect's macro language differs in each version of WordPerfect. This article describes converting macros from WordPerfect 5.1 for DOS, and WordPerfect 6.1 for Windows. If your WordPerfect macros are from a different version of WordPerfect, you may still be able to convert them, but there may be some issues to consider.

- The macro language in WordPerfect 5.0 for DOS is identical to that in WordPerfect 5.1 for DOS, except it contains fewer commands. A Word Perfect 5.0 for DOS macro can be considered the same as a WordPerfect 5.1 for DOS macro.

- Versions prior to WordPerfect 5.0 for DOS lacked a programming language, and are therefore not a topic of interest in this article.

- WordPerfect versions 6.0 and 6.1 for DOS use a different macro language than WordPerfect 5.1 for DOS and WordPerfect for Windows. Conversion from WordPerfect 6.0 and 6.1 for DOS are not detailed in this article.

- WordPerfect versions 6.0, 6.1, and 7.0 for Windows are identical except for slight variations in syntax and command availability. For the purposes of this article, they are considered to be the same version.

- WordPerfect 5.1 and 5.2 for Windows uses a now-abandoned macro programming dialect. While the language is similar in some respects to the macro language of WordPerfect 6.1 for Windows, there are substantial differences in the command syntax. For this reason, and since these versions haven't been commercially sold for several years, converting macros from WordPerfect 5.x for Windows is not detailed in this article.

Introduction

Macros are commonly used for automating office tasks – using desktop applications to do more in less time. Typical automated office tasks are inserting common blocks of text into documents, formatting documents in a specific style, and automatically assembling larger documents from smaller documents.

Unlike documents, which can often be converted between different word processors using a conversion "filter," macros are really miniature programs and cannot be readily converted. If you have macros that you've recorded or written for WordPerfect, they'll need to be re-recorded or rewritten for use with Word. The difficulty in re-creating automated WordPerfect office tasks in Word depend on the complexity of the original macros. Simple macros are easy to re-create in Word.

Word 97 includes Visual Basic 5.0, a sophisticated development environment that is shared across Office applications: Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access. Visual Basic is also part of the Microsoft Visual Basic product and Microsoft Project. Visual Basic is also licensed to other software companies. Visual Basic goes beyond being merely a macro language – it is a full-featured programming development environment. Throughout this article, we'll refer to macros in Word as Visual Basic code.

The Conversion Process

Converting macros from WordPerfect to Visual Basic is a six-step process.

1. Examine the purpose of the WordPerfect macro.
2. Determine if a macro is needed, or if Word can handle the job using another built-in feature, such as AutoText or forms.
3. Chart the flow of the macro to define its important routines.
4. In Word, record one or more macros that duplicate the functionality of the original macro.
5. If necessary, modify the recorded macros and manually add additional programming instructions where necessary.
6. Test the finished Visual Basic code.

Step 1: Examining the Purpose of the WordPerfect Macro

You must fully understand the purpose of the WordPerfect macro before it can be successfully converted. If possible, run the macro on a copy of WordPerfect or view the macro in WordPerfect's macro editor. This will give you a better understanding of what the macro does.

Take note of any documents that the macro uses or produces. Word versions of these documents may be needed when the macro is converted to Visual Basic.

Step 2: Determine if a Macro Is Needed

Sometimes it's not necessary to replicate a WordPerfect macro in Word, especially if the macro performs a rudimentary formatting function, such as applying bold and underlining to text. This task can be easily handled using Word styles. The Word interface, as well as other features, makes many of these simple macros unnecessary. See the *Deciding when a Macro isn't needed* section for more information.

Step 3: Chart the Flow of the Macro

Simple macros do a specific job only. Complex macros may perform several tasks in a particular order depending on external conditions. If a macro performs a number of steps during its execution, create a simple flowchart that outlines each step. Be sure to include any pauses in the macro for user input, such as answering Yes/No questions or typing text. The instructions that create these pauses need to be manually added to the recorded Word macro.

Step 4: Record Duplicate Macros in Word

There are hundreds of properties, methods and objects available in Visual Basic. Learning them all is a daunting task. The most time efficient approach to macro conversion is to record duplicates of your WordPerfect macros using Word's macro recorder. You can then view the resulting Visual Basic instructions, which can then be assembled into larger macros using copy and paste.

Step 5: Modify the Recorded Macros

You can use your recorded Word macro as-is or use the code to build larger macros. You may need to record short segments that duplicate the original functionality of the WordPerfect macro, and then combine these instructions with additional instructions you manually add to build the finished macro. For example, you may add instructions that prompt a user for input, such as asking if the user wishes to perform a certain task.

For more information on recording macros in Word, see *Revising recorded Visual Basic macros* in Word Visual Basic Help. Use the **Find** tab to locate the topic.

Step 6: Test the Finished Product

Test your new Visual Basic code to make sure it duplicates the functionality of the original WordPerfect macro. If the WordPerfect macro created a document or some other output, compare the output generated by Word with the output generated by WordPerfect.

Note: While you're converting macros to Visual Basic, look for ways to make them better. This is especially valuable when converting WordPerfect for DOS macros. WordPerfect for DOS imposed a number of restrictions on macro programmers, such as limited access to disk and file services, only two documents open at once, and no built-in user interface tools like message boxes. Visual Basic doesn't have the same limitations. Before converting your WordPerfect macros, consider adopting the new features and functionality available in Visual Basic.

This article was adapted from Microsoft Technical support documentation. For more information about this article, contact Jerry Kozak at 444-2907, Outlook or e-mail at jkozak@state.mt.us. If you need help with this application, please contact the ISD Customer Support Center at 444-2000.

PowerPoint Made Easy!

Using A Video Projector

Creating your presentation was the easy part. Now you have to present it. Here are your presentation options:

- Print out your presentation on overhead transparencies
- Send your presentation off to a vendor and have 35mm slides made
- Make your presentation on your laptop (for one-on-one audiences)
- Use a video projector

This article will address the last option.

A video projector is a peripheral device that takes the electronic image from your laptop and projects it to a large screen much like a conventional slide show. There are a myriad of projectors and laptops on the market, and getting them to work together usually takes some knowledge of the equipment. Doing a dry run well before your presentation is advisable. The time to learn the ins and outs and quirks of the hardware is not when you have a room full of people.

Setting up the projector

Some of the set up steps will vary from system to system but generally:

1. Connect the projector's electronic communication cable to the laptop. This cable will ordinarily look something like the cable used to connect a PC to a printer.

2. Connect the power cords to the computer and projector and power up both. Most often you will turn the computer on first and then the projector.

3. Wait. The projectors are usually smart enough to detect that the computer is connected and sending them a signal. It generally takes 14-45 seconds before it can acquire the signal, recognize it, and then display it. If the image does not appear in 60 seconds, first check to make sure the cables are connected, and then activate the external video port of the computer. This will mainly occur with a laptop. When you are using a PC, the cable that would generally connect the PC to the monitor is used to connect the projector. The laptop is set up to display video to its screen. To redirect the signal to an external port generally takes a couple of keystrokes. On most laptops this involves holding down the Function (Fn) key and then hitting one of the functions keys (F1 – F12). Consult the user's guide to determine the correct key(s) to activate your external video port. Many laptops display an icon, in the form of a screen, on the correct function key and will toggle the signal. Hitting the proper key once will display the video to the projector, hitting it a second time will toggle the display signal to both the laptop screen and the projector.

4. If the projected image is very bitmapped (jagged) you may need to adjust the resolution so that the computer and the projector resolutions match. Most projectors have 800x600 resolution. Change the resolution of the computer to match the projector by going to **Start | Settings | Control Panel | Display | Settings**.

5. Disable your screen saver and power management. This will avoid annoying interruptions during your presentation. These can be changed by going to **Start | Settings | Control Panel | Display**.

6. Know how to properly shut down the system. Many of the projector lamps cost $400-$500 per lamp. Letting the lamp properly cool down is essential. Lamps have been known to explode, due to excessive heat, when hitting the off switch or pulling the plug on the system before the lamp was cooled.

Information Services Division has a projector it will loan to any state agency at no cost. For scheduling information, contact Lois Lebahn at 444-2700, Outlook or e-mail at llebahn@state.mt.us.

If you have questions concerning this article, contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, Outlook or e-mail at tbadovinac@state.mt.us. If you need help with this application, please contact the ISD Customer Support Center at 444-2000.

Windows Drag and Drop Tips

A sign is given

Before you "drop" a drag and drop operation, look at the lower left corner of the icon you're moving. This will tell you what the default action will be – a plus means copy, and an arrow means a shortcut will be made.

Aborting a Drag

Pressing Esc in the middle of a drag aborts it.

Auto Shortcut for Programs

If you're dragging and dropping the icon of a program, the default action is to make a shortcut. If you drag and drop a data file, the default action is copy.

Creating Document Shortcuts

Right drag a selection from an Object Linking and Embedding (OLE) document (i.e. Word) onto the Desktop or folder, then select the **Create Document Shortcut Here** item, and a shortcut (bookmark) will be created. Opening this document shortcut later will open the original document and return you to the place in the document that the shortcut originated.

Drag and Drop from App to App

If you drag an object, and hold it over the tray button for the desired window for a moment, that window will move to the top, allowing you to continue without rearranging the open windows.

Drag and Print: To create a shortcut to your printer, click on **Start | Settings | Control Panel | Printers**, and drag a printer icon to the Desktop. You can then drag documents to the printer icon and print them instantly.

Drag to the Run Dialog

You can drag and drop an icon to the Run dialog box. There you can add startup options or modify the launch in any way.

Dragging Executables

Left dragging an executable to a new directory results in a shortcut to that executable.

Dragging Files Between Directories

Left dragging objects from one directory to another on a different drive results in a copy. Ctrl+Left-drag forces a copy. To move files between folders make sure you have both folders open in separate windows. Drag your file from its original location down to the button on the taskbar that represents the destination folder. While holding the file over the taskbar, the destination folder will open maximized. Release your file into the destination folder.

Group File Selection

To select a group of files or folder, hold the Shift key and click on the files or folders at each end of the group.

OLE Scraps

Left drag a selection from an OLE document (i.e., Word) onto the Desktop or folder and a scrap will be created (a scrap is an OLE object that contains the selection). Dropping this scrap onto another document or back onto the original document will insert or render the scrap object.

These tips are adapted from **www.winfiles.com** Copyright © 1999 CNET, Inc. All rights reserved. For information about this article contact Irv Vavruska of End User Systems Support at 444-6870, Outlook or e-mail at ivavruska@state.mt.us. If you need help with this application, please contact the ISD Customer Support Center at 444-2000.

Windows Freebie - StartCop

PC Magazine has supplied another free Windows utility – StartCop. What follows is an adaptation of the StartCop help file.

When Windows starts, before the first application is launched, there are several programs already running. There may be several dozen! Where do they all come from? You're probably familiar with the Startup menu, below Programs in the Start menu. Any shortcut in the Startup menu will be launched automatically when Windows starts. Windows also looks in six other locations for files that should be launched at startup.

If one or more programs launched at startup seem to cause trouble, Startup Cop can help you deal with them. Its main Startup Programs tab lists all the programs that are launched automatically at startup and lets you disable or enable them. With a little effort, you can even delete them permanently. Click a button on the Save Profile tab and Startup Cop will store a profile - a list of the items that are currently enabled or currently disabled. Buttons on the Restore profile tab lets you restore the enabled/disabled state of items in a profile, and optionally restart Windows so the change will take effect. On this tab you can also create desktop shortcuts whose command line causes Startup Cop to restore a specific profile.

Startup Cop was written for and tested on Windows 95, Windows 98, and Windows NT. To install Startup Cop, run the supplied **install.exe** program. To uninstall Startup Cop, use the Add/Remove Programs applet in Control Panel. Before uninstalling, you should enable all startup items.

Startup Cop, Version 1.01 Copyright (c) 1999 Ziff-Davis, Inc. Written by Neil J. Rubenking. First Published in *PC Magazine*, US Edition, April 20, 1999, v18n08 **http://www.pcmag.com/utilities**

If you would like a copy of the StartCop files, they are available on the Value Added Server at **guest\windows\win95\addons\StartCop**. If you do not have access to the Value Added Server, contact Irv Vavruska of End User Systems Support at 444-6870, Outlook or e-mail at ivavruska@state.mt.us.

Windows Freebie - Treesize

Every hard disk is too small if you wait long enough. Treesize tells you where your precious clusters have gone. From the context menu of a folder or drive, Treesize displays the size of this folder, recursively including the subfolders. Expand this folder in Explorer-like style, and you'll get the size of the subfolders. Scanning is done in a thread, and the wasted space can be displayed, so it is easy to find areas on the disk, where space is wasted. The results can be printed in a report.

After obtaining the Treesize files, install Treesize by right-clicking on 'TInstall.inf' and selecting Install. Treesize is then copied to your Windows directory and appears in the start menu and in the context menu of every folder and drive. Treesize can be completely uninstalled via **Control Panel|Software**. Read the Readme.txt file for details.

Copyright ©1996-1997 by Joachim Marder. If you would like a copy of the Treesize files, they are available on the Value Added Server at **guest\windows\win95\addons\Treesize**. If you do not have access to the Value Added Server, contact Irv Vavruska of End User Systems Support at 444-6870, Outlook or e-mail at ivavruska@state.mt.us.

Media Based Training (MBT)

ISD maintains a library of MBT courses that are available to all state employees. These courses range from Microsoft Office 97 to Mainframe software. You'll find Unix, LAN/WAN, HTML, Relational Databases, Project Management and many, many more. Most of the courses are on a CD, but some are available on videotape. Courses are checked out for a two-week period, but can be extended if no other employee is currently waiting for it.

To see the course list and check out instructions, go to **http://www.state.mt.us/isd/current/training/ mbt.htm.**

We constantly update this library. If you need a particular course that you don't see, please send me e-mail. If enough employees request a course, we will do our best to acquire it. As we receive new courses, they will be reviewed in *ISD News & Views*.

To check out a course, contact Shawndelle Semans at 444-3820, Outlook or e-mail at ssemans@state.mt.us. If you have questions about this article, contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, Outlook or e-mail at tbadovinac@state.mt.us.

Computer Security Training for End Users

This is a two-hour seminar that covers the following:

- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of e-mail and the Internet
- user responsibilities

Date: Thursday, July 15, 1999
Time: 8:30–10:30 am
Location: Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@state.mt.us) or Kim Ingwaldson (kingwaldson@state.mt.us) of ISD at 444-2700.

State Training Calendar – Non Credit Workshops

Schedule assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at HCT, 1115 N. Roberts.

The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person's ability to participate in training.

Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, you must send or deadhead a State Training Enrollment Application to State Training Center, HCT, Helena, MT 59601.

If you have questions about enrollment, please call 444-6821 or e-mail to 'Helena College of UM' or lsuttorp@state.mt.us

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. HCT is also willing to schedule specific classes by request for state agencies.

State Training Calendar

Database Classes	PREREQ	DATE	COST	DAYS
Intro to Oracle	Windows 95	Sept 1-2	200	2
Discoverer 3.0	Windows 95	Sept 15	100	1
SQL/PL-SQL	Intro to Oracle	Sept 28-30	300	3
Oracle Developer 2000	Intro to Oracle & SQL/PL-SQL	Oct	**442.20apr	4
Oracle Designer	Oracle Dev; SQL/PL-SQL recom.	TBA	**536.95apr	5
Access 97	Windows 95	Sept 9-10	200	2

Data Network/Mainframe Classes

DocDirect	N/A	July 7, 14, 21, 28, Aug 4, 11, 18 (8-9:30 or 10:30-Noon)	FREE	-
RDS 3270	N/A	July 7, 14, 21, 28, Aug 4, 11, 18 (9:30-10:30)	FREE	-

Microcomputer Classes

Windows 95 Conversion	familiar with Windows	Aug 3 am, Aug 31 am	50	1/2
Windows 95	N/A	July 7, Aug 30	100	1
Outlook 98	Windows 95	July 22 am, Aug 10 am, Sept 8 or 22	FREE	1/3
Adv. Outlook 98	Outlook 98	July 15 am, Sept 24 am	43	1/3
Word 97 Conversion	Windows 95	July 22 pm, Aug 17 am, Sept 3 am	50	1/2
Intro to Word 97	Windows 95	July 20, Aug 4, Sept 13 or 16	100	1
Intermediate Word 97	Intro to Word 97	July 27, Aug 11, Sept 21 or 23	100	1
Advanced Word 97	Interm Word 97	Sept 22-23	200	2
Excel 97 Conversion	Windows 95	July 28 am, Aug 18 am, Sept 9 am	50	1/2
Intro to Excel 97	Windows 95	July 8, Aug 5, Sept 1 or 3	100	1
Intermediate Excel 97	Intro to Excel 97	July 21, Aug 12, Sept 20 or 27	100	1
Advanced Excel 97	Interm Excel 97	Sept 29-30	200	2
Internet	Windows 95	Sept 13	100	1
Building Web Pages	Internet	July 12-13, Sept 16-17	200	2
PowerPoint	Windows 95	Sept 7-8		

*Outlook 98 is for employees new to state agencies that have already converted to Outlook

Prerequisites July be met with consent of Instructor.
**The Oracle Designer and Developer class fees are recovered through the monthly data network rate and paid for by ISD.

State Training Enrollment Application

Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

Course Data

Course Request_____

Date Offered _____

Student Data

Name_____

Soc. Sec. Number (for P/P/P) _____

Agency & Division _____

Mailing Address_____

Phone _____

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

_____

_____

Billing Information/Authorization Mandatory

LogonID _ _ _ _ _ _   Agency# _ _ _ _   Authorized Signature _____

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager _____

Training is needed for

☐ Agency Oracle Developer
☐ Continuing education opportunity (Agency will be billed for training.)
☐ Agency contractor (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is made three business days before the start date of the class.

DeadHead completed form to

State Training Center, Helena College of Technology of the U of M
Phone 444-6800 FAX 444-6892

Editor's Notes

- -

Is Your Address Correct?

6127

Department of Administration
Information Services Division
Mitchell Building, Room 229
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Helena, MT 59620-0113